

Army Career Program-12 Master Training Plan for 803



CP-12 FCR

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Safety and Occupational Health Master Training Plan

GS-018

Intern GS-018-07/9/11						
PHASE I DEVELOPMENT		RECOMMENDED EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Approved Sources of Training	Developmental/ Rotational Assignments	
<p><i>a. The Army as a major organization</i></p> <ul style="list-style-type: none"> Organizational Structure in terms of how divisions, corps, depots, are organized, to include levels of responsibilities Customs and Traditions in terms of <i>how</i> things are done in the Army Command, Management and Staff Practices in terms of the military concept of command with unique aspects that must be understood to effectively relate to the TOE structure. This includes the Army's specific management philosophy and staff process Army Doctrine relating to safety and health Army materiel basics Office automation applications 	<ul style="list-style-type: none"> Knowledge of how the Army operates and the supporting Publication System Ability to analyze, investigate, and communicate orally and in writing; ability to communicate risk to varied audiences Ability to determine difference between TOE and TDA Army Ability to find applicable references and draw conclusions for substantiating concepts and theories Ability to recognize key items 	<p>BA/BS desired at entry.</p> <p>Complete BA/BS.</p> <p>Begin work on Masters.</p>	<p>REQUIRED TRAINING</p> <ul style="list-style-type: none"> CP12 Intern PreRequisites (online) "How the Army Runs <p>CP12 Phase I Curriculum:</p> <ul style="list-style-type: none"> Orientation to Duty Station (on site OJT) "Greening" Experience with military unit (OJT) Safety Program Management <ul style="list-style-type: none"> Organizing and Conducting Safety Meetings and Councils Developing Safety 	<p>-Online via Army LMS or USACRC site</p> <p>-Command Directed by duty station supervisor</p> <p>-Duty Station – OJT</p> <p>-ACOM/ASCC/DRU approved sites – OJT</p> <p>-USACRC/SC or -FCR CP12 sponsored professional development training in the field</p>	<p>Army Command /installation or unit</p>	<ul style="list-style-type: none"> Review Army Knowledge Online for current events CSA Recommended Reading List Read "Soldier", "The Logistician" and other Army periodicals Read Knowledge Magazine...Professional journals/magazines

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	<ul style="list-style-type: none"> of Army equipment Knowledge of how the logistical processes work 		<ul style="list-style-type: none"> Office Admin Safety Professoinals responsibilities Safety Awards Program Safety Management Systems 	<ul style="list-style-type: none"> -USACR/SC or -College Course or -Army/OPM sponsored course 		
			<ul style="list-style-type: none"> Fundamentals of Communication 	<ul style="list-style-type: none"> -USACR/SC or -College Course or -Army/OPM sponsored course 		
			<ul style="list-style-type: none"> Effective Briefing Techniques 	<ul style="list-style-type: none"> -USACR/SC or -College Course or -Army/OPM sponsored course -Experience documentmed in appraisal or other official documentation 		
			<ul style="list-style-type: none"> Effective Writing 	<ul style="list-style-type: none"> USACR/SC or -College Course or -Army/OPM sponsored course -Experience documented in appraisal or other official documentation 		
				<ul style="list-style-type: none"> USACR/SC or -College Course or 		

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			<ul style="list-style-type: none">• Critical Thinking and Analysis• Quantitative Methods in Safety Management• Applied Fire Safety• Risk Management and Job Hazard Analysis• Psychology of Accident Prevention/Human Factors	<p>-Army/OPM sponsored course</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>-approved authorized OSHA Provider or -NFPA or - College Course</p> <p>USACR/SC (resident or online) or -College Course or -Army/Other Service/ OPM sponsored course</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p>		
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			<ul style="list-style-type: none">• Motor Vehicle/ Transportation Safety	USACR/SC or -College Course or -Army/OPM sponsored course/ Department of Transportation/ Transportation Safety Institute		
			<ul style="list-style-type: none">• Radiological Health and Safety	USACR/SC or -College Course or -Army/OPM sponsored course/ Oak Ridge Labs		
			<ul style="list-style-type: none">• Safety Training and Educational Strategies	USACR/SC or -College Course or -Army/OPM sponsored course -Experience		

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			<ul style="list-style-type: none">Explosives Safety ManagementSystems Safety and AnalysisLegal Aspects of Safety	<p>documented in appraisal or other official documentation</p> <p>US Army Technical Center for Explosives Safety</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course</p> <p>USACR/SC (in class/Webcast/ Video)</p> <p>USACR/SC or -College Course or</p>		
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			<ul style="list-style-type: none">• PAO Media and Safety• OSHA 510 Construction Safety• Electrical Safety• HAZMAT	<p>-Army /Unit PAO/ OPM sponsored course</p> <p>OSHA authorized provider</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course -NEC -Approved NEC Source -OSHA</p> <p>USACR/SC or -College Course or -Army/OPM sponsored course -HAZWOPER -OSHA</p>		
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			<ul style="list-style-type: none">• Ergonomics	<ul style="list-style-type: none">-USACR/SC or-USACHPPM-OSHACollege Course or-Army/OPMsponsored course-NIOSH-CDC		
			<ul style="list-style-type: none">• Industrial Hygiene	<ul style="list-style-type: none">-USACR/SC or-USACHPPM-OSHACollege Course or-Army/OPMsponsored course-NIOSH-CDC		
			<ul style="list-style-type: none">• OSHA 2264 Confined Spaced• OSHA 511 Standards for General Industry	<ul style="list-style-type: none">-USACR/SC or-OSHACollege Course or-Army/OPMsponsored course-NIOSH-CDC		
			<ul style="list-style-type: none">• Occupational Health	<ul style="list-style-type: none">-USACR/SC or-USACHPPM-OSHA		

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			<ul style="list-style-type: none">• Accident Investigation and Analysis• Blueprint Reading and Interpretation• Aviation Safety – an introduction	<p>College Course or -Army/OPM sponsored course -NIOSH -CDC -OJT (if documented properly)</p> <p>USACR/SC</p> <p>-USACR/SC or -USACHPPM -OSHA College Course or -Army/Approved online training/ E xperience if documented properly</p> <p>-USACR/SC - -OSHA College Course or -Army/ FAA/Aviation Safety Officer Course/Other sources may qualify if approved by USACR/SC</p>		
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			<ul style="list-style-type: none"> • Strategic Safety and Controls in Unique Environments <ul style="list-style-type: none"> - Tactical Safety - Intro to Range Safety - Explosives Safety Management • Leadership Training (see CES Framework for Leadership Training) <ul style="list-style-type: none"> - Interns: Foundation Course - Basic Course *Year 2 of internship) 	- USACR/SC or - USATCE - FORSCOM - USACR/SC - TRADOC - Online Intro to Range Safety - USACR/SC - USATCE - Online Intro to Explosives Safety Army Management Staff College		
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Intern 7-9-11						
PHASE I DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
Functional Competencies	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Safety and Occupational Health Management						
b. SOH Principles of, Safety and Health <ul style="list-style-type: none"> • Identification, evaluation and control of hazards and risk • Interpretation and application of ESOH laws, standards and regulations • Understanding and application of instrumentation • Accident reporting, investigation techniques and causation analysis • Understanding of sampling and analysis techniques • Understanding of programs (FUDS, BRAC, IH, RAD, ER) • Communication (oral and written) • Staff Action procedures • Determine area of concentration 	<ul style="list-style-type: none"> • Knowledge of the history, evolution, and current state-of-the-art practice • Ability to discern causation theory, risk management concepts, prevention processes, and related fundamental knowledge • Ability to apply special Army safety considerations to Part 1910 standards 	Undergraduate or Graduate courses related to the fields of SOH	REQUIRED TRAINING <ul style="list-style-type: none"> • Individual Development Plan for specialized training related to job series 	<ul style="list-style-type: none"> • OJT with Brigade Combat Team • OJT at installation safety office • OJT at local installation IH office • OJT at District level or RD&E center • OJT at Combat Training Centers 		Volunteer to participate in Army and/or MACOM Safety Conferences and Workshops

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GS-11						
DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Principles of Environment, Safety and Health <ul style="list-style-type: none"> GS-07 Competencies Communication of risk, control and preventive measures Integrate SOH principles and requirements to contracts and procurement processes Training of subordinates, workers, and supervisors in SOH specific topics Serve on internal committees Manage program elements Interpret and apply laws and regulations Proficiency with programs, instrumentation Conduct accident investigation/prepare report Pursue certification and/or licenses Serve as QA representative on projects/programs relating to SOH Represent program locally Interface & coordinate with others 	<ul style="list-style-type: none"> Ability to apply knowledge learned in Phases I and II for Development of SAW Trainees Knowledge of the roles, responsibilities, and support systems in each of the Sub Track 3 functional areas Ability to resolve issues Ability to focus on outcomes Ability to work as a team Ability to implement more than one specific program requirement 	Complete Requirements for Masters Degree SBLM	GS11 is journeyman level for CP12. At the GS-11 level, 018s should -Have Completed courses prescribed in Level I - CES (leadership) <ul style="list-style-type: none"> Program and Resource Management/ Budgeting Auditing Safety Programs *CP12 Professional Certificate	Examples: <ul style="list-style-type: none"> Short term assignments to Regional Headquarters or Commands Short term assignments to research or policy institutes Combat training centers and military units 	Examples: Installation or Garrison ESOH Program Brigade Combat Teams	Acquire mentor(s) Check individual goals according to career development path for Track Ensure understanding of the subsets of installation management

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(GS 12 – 13)

(GS 12 – 13)						
DEVELOPMENT		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES			Developmental	Operational	
Application of Supervisory Competencies <ul style="list-style-type: none"> GS-11 Competencies Develop policy and procedures Serve as member of external committees (See American Society of Safety Engineers' study regarding leader competencies) Represent program internally and externally Entrepreneurship – marketing the business line Apply functional expertise as subject matter expert on policy/program matters pertaining to SOH Program advocate Project & Program Management Prepare official documents Serve as consultant as part of a team/staff 	<ul style="list-style-type: none"> Ability to direct, coordinate or oversee work of subordinate employees, project leaders, team leaders, group coordinators, and committee chairs Ability to provide oversight to assigned contractors Ability to plan and schedule Ability to manage a program Ability to adjust staffing levels or work procedures to accommodate resource allocation decisions made at a higher level Ability to develop a budget Ability to select methodologies for achieving work goals and objectives Ability to plan and establish work schedules, deadlines, and standards for acceptable work Ability to integrate work schedules with other organizational elements and with contractors. Ability to use Project Management techniques and tracking systems to ensure quality and timeliness of work Ability to perform all personnel and performance management requirements in an objective and timely manner. This includes goals, objectives, standards, evaluations, education, training, awards, discipline, and conduct. Ability to coach, mentor, and counsel Ability to assess changing work situations and take measures to realign skills with work requirements 	Obtain certification specific to discipline e.g. CP12 Professional Certificate CSP, CIH, PE Courses prescribed in individual ACTEDS IDP	. At the GS-12-13 level, 018s should -Have Completed courses prescribed in Level I CES (leadership training): -Intermediate/Advanced *CP12 Professional Certificate *Other leadership/management as outlined on IDP. -Functional and Technical Training Refresher	Developmental assignments Other Federal organizations such as EPA, OSHA	Developmental Assignments - Headquarters, Commands, DoD Offices	See above - Present briefings & presentations to external entities as SME and program advocate -Professional Readings

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(GS 14 – 15)

DEVELOPMENT						
FUNCTIONAL COMPETENCIES	KNOWLEDGE, SKILLS, ABILITIES	EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
				Developmental	Operational	
Application of Managerial Competencies <ul style="list-style-type: none"> Approve official documents for external distribution and/or response (e.g. Congressional inquiries) 	<ul style="list-style-type: none"> Knowledge of the laws, regulations and policies governing the assignment Ability to revise or develop new Army policies and regulations General knowledge of the technical and functional work to be performed and the commonly accepted processes and procedures used Knowledge of the skills and abilities of subordinate supervisors and how they can uniquely contribute to the work assigned Ability to develop goals and objectives that provide horizontal and vertical clarity of expected outcomes Ability to oversee the overall planning, direction, and timely execution of a broad program area 	Continuing Education	<ul style="list-style-type: none"> At the GS-14-15 level, 018s should -Have Completed courses prescribed in Level I Functional or Technical Refresher Training Leadership Training (CES) Senior Safety Symposium (if Senior Safety Director) Senior leader continuing education training Recommended: <ul style="list-style-type: none"> GS-15 - FEI War College ASSE Executive Development 	Examples: <ul style="list-style-type: none"> Developmental Assignments in Army, other Federal Agencies, and DOD Short Term Project Manager in a Joint Operation 	Examples: <ul style="list-style-type: none"> Deputy Garrison Manager Garrison Manager Director in the office of the ACSIM Division Chief, Installation Management Agency Assistant Commandant, USA Safety School Safety Manager, USA Safety Office Safety Director, large MACOM Dean, Safety School 	<ul style="list-style-type: none"> Stay current with Army transformation/ Government trends Establish a formal Shadow Program

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(GS 14 – 15)

DEVELOPMENT						
FUNCTIONAL COMPETENCIES		EDUCATION	TRAINING	ASSIGNMENTS		SELF-DEVELOPMENT
KNOWLEDGE, SKILLS, ABILITIES				Developmental	Operational	
Application of Managerial Competencies (continued)	<ul style="list-style-type: none"> • Ability to manage the development of policy changes based on legislative and fiscal requirements/changes 	See above	See above	See above	See above	See above
	<ul style="list-style-type: none"> • Ability to manage organizational changes throughout the organization. 					
	<ul style="list-style-type: none"> • Ability to manage major changes to the structure and content of the program. 					
	<ul style="list-style-type: none"> • Ability to approve budgets for a major multifaceted organization. 					
	<ul style="list-style-type: none"> • Ability to exercise discretionary authority to approve the allocation and distribution of funds in the organization's budget. 					
	<ul style="list-style-type: none"> • Ability to exercise final authority for the full range of personnel and performance management and organizational design proposals recommended by subordinate supervisors. 					